

**HOME SCHOOL  
HIGH SCHOOL TRANSCRIPT GUIDELINES**

In determining NJCAA eligibility, the college will review your high school transcript. The home school high school transcript must clearly display the following information:

- 1) Student's name (first, middle, last) and date of birth
- 2) For each course completed, include the following:

Specific course title  
Units of credit for each  
Time frame or semester in which completed  
Grade received

- 3) Description of grading system used such as a grade scale or grade key
- 4) Graduation date (month/day/year) indicating completion of secondary school education
- 5) The home school administrator is the person who organized, taught, and evaluated course work. If the home school administrator is not the parent named in item 7 below, include the name of the home school administrator.
- 6) The following statement, or one very similar, is to appear above the parent signature line described in item 7 below:

***I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated and under the laws governing the state and county in which the home schooling occurred.***

- 7) Name and address of parent of legal guardian with a space for their signature. The transcript is to be signed in the presence of the Notary Public (See item 8 below).
- 8) The transcript must be notarized; to include:

Notary Public Signature  
Printed Name  
Date  
State / County  
Date Commission Expires

The transcript must be mailed by the prepared directly to the college Admissions and Records Office.

**Estrella Mountain Community College  
Attn: Admissions and Records  
3000 N Dysart Road  
Avondale, AZ 85392**

If assistance is needed in creating a home school high school transcript, the following website may be helpful:  
[www.hslda.org](http://www.hslda.org)